

## Minutes of the Suffield Permanent Building Commission

Regular Meeting Thursday September 8, 2016

### **PBC Members Present:**

Joe Sangiovanni, Chairman  
Glen Neilson, Vice Chairman  
Kevin Goff, member  
Heather Van Deusen, member  
Bill Gozzo, member  
Marty Page, alternate  
Brian Baril, alternate

### **Also present:**

John Cloonan, Public Works Director  
Julie Oakes, Facilities Manager  
Eric Cushman, Gilbane Construction

**Call to order:** The meeting was called to order at 7:00 p.m.

**Public Comment:** None

**Public Correspondence:** None

**Minutes:** Mr. Goff made a **motion** to approve the minutes of August 25, 2016 Ms. Van Deusen seconded, all in favor, motion approved. Ms. Ellithorpe and Mr. Neilson abstained.

### **Kent Memorial Library Project**

The schedule for the balancing plan was reviewed. We are still waiting for all the parties to come together to make that happen. Main Enterprises gave a change order of \$6,000 for one day of work for adjustments and blanking off the registers because of the leakages. We were not charged for the vacuum cleaning, or for the balancing report. The leakages were not revealed until recently. Silver Petrucelli took 3 weeks to give direction on the scope to Main Enterprises. Chairman Sangiovanni wanted to know if that price includes the permanent metal diverters. Questions were asked about the high cost of travel time and the length of the project supervisor oversight. Ms. Oakes said that Main estimated 3 days of work to complete the project. She will clarify whether this quote includes 1 or two days of work and if it includes the permanent installation of diffusers. She also will get a confirmation in writing that the balancer is free of charge.

A **motion** was made to proceed with the adjustments as soon as these questions are answered. All were in favor. After trying to balance the system we will apply for a mod with the state if necessary.

The KML contingency budget is at \$4,746.99

### **Town Hall and Bridge Street School Project**

Mr. Cushman from Gilbane spoke about both projects and wanted to coordinate with the commission about the scope of work. It was confirmed that on the Bridge Street School option 3, the addition and renovation costs will be shown separately. Gilbane was hired to give us a better understanding from a construction company's point of view vs. an architect's estimate. Gilbane will have the estimate by the 16th of September.

The Town Hall project will also have the costs for the addition and the costs for renovation separately. Chairman Sangiovanni also wants Gilbane to define the quality of the construction, especially the mechanicals. There are not enough details in the Silver Petrucelli estimate. Mr. Cushman will take a full look at all the systems including a mechanical room at BSS. The PBC would like to start as soon as practical, and there will be a 20% contingency built into the project. Mr. Cloonan asked if Mr. Cushman should also give us a quote to build a standalone building like was planned 10 years ago. The plan then was to knock down the annex and build a separate building for the land use offices. Ms. Van Deusen asked if that would be in addition to the proposed

Town Hall addition. Ms. Ellithorpe asked why we wouldn't just build a larger addition instead of a separate building. There was also discussion about putting the vault on the ground level to save money.

**Invoices:**

Mr. Goff made a motion to approve invoice# 16-965 from Silver Petrucelli in the amount of \$2,200 for oversight on the balancing project at KML. Ms. Ellithorpe seconded. All in favor, motion approved unanimously.

Mr. Neilson made a motion to approve 50% of Enterprise Builder's invoices for projects 473 and 474 for a total of \$20,000. The remainder will be paid after the final balance report and possible mod application.

Mr. Goff seconded, all in favor, motion approved unanimously.

Ms. Oakes outlined the heating system problems. On March 30<sup>th</sup> ESC changed the program on the air handling units to bring more fresh air into the building. Recently the temperature in the older part of the building is higher than the set points on the thermostats. Engineers have recommended that we return the programming back to demand control ventilation. Eventually DPW will have remote control of the system but we need fiber to the building. If the system is set back to demand control ventilation, when no one is in the building, no ventilation will take place. The system is not designed to operate the way it is set up now. Silver Petrucelli should have the average number of people in the building. The adjustment will be made to the system by ESC.

**Other Business:**

The commission presented comments on the draft RFP for the CM-at Risk bid document for the Town Hall and Bridge Street School projects. The RFP can't be issued before we know if we have the funding. The wording for cost estimating by the architects should be removed since it will be done by the CM. The meeting schedule was reduced to every other week. Additional wording was eliminated from the draft template and other clarifications were made. More revisions will be made before it is released sometime in October. After the tri-board meeting on September 26<sup>th</sup>, more information will be available as to the scope of the projects.

**Adjourn:** There was a motion made and seconded to adjourn at 8:27 p.m.

**Next Meeting Date:** The next meeting of the PBC was set for September 22 at 7 p.m.

Submitted by Linda Zaffetti  
Executive Assistant DPW

**\*These minutes are not official until accepted at a subsequent PBC meeting.**